

DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
Washington, DC 20319-5050

MDW Regulation
No. 690-12

14 September 1993

Civilian Personnel
CIVILIAN PERSONNEL MANAGEMENT

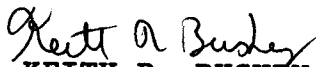
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Summary. This is a revised regulation. It changes the delegation of authority for civilian personnel management as a result of organizational changes to the U.S. Army Military District of Washington (MDW). The number of this regulation is also changed to conform to the correct numbering system for MDW regulations.

Applicability. This regulation applies to HQ, MDW, and all installations, subordinate commands, and activities of the MDW MACOM.

Supplementation. Further supplementation is prohibited except upon approval of the Commander, MDW. Proposed supplements must be fully justified in writing and submitted for approval to Cdr, MDW, ATTN: ANCP-ZA, Fort Lesley J. McNair, Washington, DC 20319-5050.

Suggested improvements. The proponent of this supplement is the Civilian Personnel Directorate, MDW. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) or in a memorandum, to Cdr, MDW, ATTN: ANCP-ZA, Fort Lesley J. McNair, Washington, DC 20319-5050.

*This regulation supersedes MDW Regulation 690-250, 3 August 1982.

1. Purpose

This regulation prescribes policies, delegates authority, and assigns responsibilities for civilian personnel management in MDW.

2. Delegation of authority

AR 10-20, Organization and Functions - Civilian Personnel Administration, delegates authority for civilian personnel actions and programs to the Commander, MDW, for appropriated fund employees of Headquarters, MDW, and all MDW installations, subordinate commands, and activities. Within MDW, this authority will be administered as follows:

a. Commanders and activity chiefs reporting directly to the Commander, MDW, are delegated authority to manage employees of their organization. Subordinate supervisors will normally exercise this authority.

b. The Civilian Personnel Director (CPD), MDW, is redelegated authority to act for the Commander, MDW, in executing civilian personnel management authorities (to include position and personnel actions) for MDW elements supported by the Civilian Army Personnel Services - National Capital Region, and the Hoffman Civilian Personnel Office (CPO). The CPD, MDW, may authorize appropriate members of his or her staff to carry out these authorities.

c. Installation commanders who have a CPO in their chain of command are delegated authority and responsibility for civilian personnel management (to include position and personnel actions) for MDW elements supported by the CPO. These commanders may designate Civilian Personnel Officers to act for them in executing these authorities, and may also authorize Civilian Personnel Officers to designate appropriate members of their staff to carry out these authorities.

3. Responsibilities

a. The Commander, MDW, is responsible for overall civilian personnel management and administration.

b. Commanders and activity heads will--

(1) Assure supervisors at all levels manage civilian employees in accordance with the authorities in this regulation.

(2) Assure employees are carefully selected, appropriately trained, efficiently used, and positively motivated without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, and disabling condition.

c. The Civilian Personnel Director, MDW, will--

(1) Serve as the principal civilian personnel staff adviser to the Commander and Chief of Staff, MDW.

(2) Assure a comprehensive civilian personnel program is developed and maintained for serviced elements.

(3) Assure civilian personnel functions and services at the major command and the operating level are performed as stipulated in law, regulations, and directives.

(4) Assure management officials and supervisors are provided advice and assistance in carrying out their civilian personnel management responsibilities.

(5) Assure employees and job applicants are provided information and assistance on matters relating to civilian personnel.

(6) Assure technical decisions are made and provide for executing all position and personnel actions in accordance with designated authority.